

MADERA COUNTY

APPRAISER I APPRAISER II APPRAISER III

DEFINITION

Under general supervision (Appraiser I) or direction (Appraiser II/III), to perform general and specialized property appraisals and investigations of residential, commercial, farm, and timber properties; to explain appraisal methods, laws, and procedures to the public; to defend challenged appraisals before the Board of Equalization, when necessary; and to do related work as required.

SUPERVISION EXERCISED

Appraiser I

Exercises no supervision.

Appraiser II

Exercises no supervision.

Appraiser III

Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

Appraiser I--This is the entry and training level in the Appraiser class series. Positions at this level usually perform most of the duties required of the positions at the Appraiser II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Appraiser II--This is the full journey level in the Appraiser class series. Positions at this level are distinguished from the Appraiser I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Incumbents are expected to be fully capable of explaining appraisal methods and provisions of the Revenue and Taxation Code pertaining to the assessment of real property to the public. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Appraiser II level are normally filled by advancement from the Appraiser I level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Appraiser II level. Employees at this level must possess a valid Appraiser's certificate issued by the State Board of Equalization.

Appraiser III--This is class level in the Appraiser class series recognizes positions which perform the full range of duties as assigned and have completed the core courses for the advanced level Appraiser's certificate issued by the State Board of Equalization.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Performs the full range of property appraisal assignments as necessary; make field investigations and analyzes data in determining the value of residential, commercial, homogenous farm, and timber properties for tax assessment purposes; apportions the correct amount of improvements and land to property that is split or deeded for a roadway; appraise large, complex commercial and industrial properties; inspects building improvements and changes to determine the effect on property value; inspects exterior and interior of buildings to determine classifications according to standards and examples set forth in appraisal manuals; examines and analyzes the quality of materials, fixtures, equipment, and general construction in buildings and improvements; measures buildings and computes both total or improved areas as required; estimates replacement costs, construction costs, resale value, and other pertinent factors affecting property values; obtains information in interviews with owners, contractors, real estate agents, and others when necessary; combines the variety of elements affecting property value and exercises judgment in arriving at consistent, equitable appraisals; records factual information and comments on appraisal forms; performs roll corrections on properties incorrectly assessed; reviews properties for special exemptions and insures proper valuation of claims; explains assessment procedures, value determinations, methods, and laws to the public; prepares analysis and defends challenged assessments before the Board of Equalization; prepares reports; prepares scale drawings of the location of buildings and improvements in relation to property lines; sketches maps to assist in field locations; designs, implements, coordinates and helps maintain sales ratio analysis programs and appraisal systems with the use of electronic data processing equipment; collects, evaluates, and prepares summaries of data with respect to appraisal techniques and procedures; develops methods for improving the quality and production of staff output; prepares manuals and directives for standardizing appraisal systems, standards, and methods; conducts studies of appraisal systems, analyzes current practices, and develops revisions; performs timber appraisals, coordinating timber preserve zoning and timber harvest plans with residents and other government agencies; monitors property sales and change of ownerships to evaluate transaction types and appropriateness of reappraisals; designs sample selection procedures and systems for infrequently sold properties.

OTHER JOB RELATED DUTIES

Provides training to other staff; performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Appraiser I

Knowledge of:

Basic principles of land economics.

General knowledge of the principles involved in property appraisal.

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Learn and apply the techniques, methods, and principles of real property appraisal.
Learn the factors, techniques, methods, and principles involved in the appraisal of real and personal property.
Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to the assigned programs and functions including those affecting the appraisal of real and personal property, including pertinent principles and guidelines contained in the State Constitution, Revenue and Taxation Code, and Assessor's Handbook.
Learn the organization, procedures, and responsibilities of the County Assessor's Office.
Learn the principles of data processing and application of data processing methods to appraisal systems and procedures.
Assemble and analyze statistical and narrative information.
Prepare and maintain records and reports.
Make mathematical calculations quickly and accurately.
Understand and carry out oral and written directions.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Some responsible work experience in accounting, appraising, engineering assistance, building cost estimating, construction material buying, or managing or selling real estate.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, appraising, engineering, business administration, real estate, or a related field.

License or Certificate:

Ability to obtain, within one year of the date of appointment to this class, a valid certificate as an Appraiser issued by the State Board of Equalization.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb; exposure to outdoors; ability to travel to different sites and locations.

Appraiser II

In addition to the qualifications for an Appraiser I:

Knowledge of:

Methods of determining property value.

Factors, techniques, methods, and principles involved in the appraisal of real and personal property.

Pertinent Federal, State, and local laws, codes, and regulations affecting the appraisal of real and personal property, including pertinent principles and guidelines contained in the State Constitution, Revenue and Taxation Code, and Assessor's Handbook.

Organization, procedures, and responsibilities of the County Assessor's Office.

Ability to:

Principles of data processing and application of data processing methods to appraisal systems and procedures.

Apply the techniques, methods, and principles of real property appraisal.

Apply general accounting and auditing principles in determine valuations.

Apply appraisal principles, methods, and techniques in the equitable and justifiable appraisal of real property.

Read and interpret maps, assessment books, property descriptions, and legal codes.

Prepare analytical reports.

Prepare manuals and directives for standardizing appraisal systems, standards, and methods.

Develop, implement, and coordinate data processing applications to the work of the County Assessor's office.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

One year of experience performing property appraisal and value determinations comparable to that of an Appraiser I with the Madera County Assessor's Office.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, appraising, engineering, business administration, real estate, or a related field.

License or Certificate:

Possession of, and ability to maintain, a valid certificate as an Appraiser issued by the State Board of Equalization.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb; exposure to outdoors; ability to travel to different sites and locations.

Appraiser III

In addition to the qualifications for an Appraiser II:

Knowledge of:

Sales ratio analysis and ratio determination methods used by the State Board of Equalization.

Ability to:

Train other staff.

Perform specialized work assignments.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of experience in performing property appraisal and value determinations comparable to that of an Appraiser I/II with the Madera County Assessor's Office.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, appraising, engineering, business administration, real estate, or a related field.

License or Certificate:

Completion of the core courses for the advanced level certificate as an Appraiser issued by the State Board of Equalization.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb; exposure to outdoors; ability to travel to different sites and locations.

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